

# MANAGEMENT



# STATUSING THE HOTEL

# Management

The Management menu is used to maintain the status (availability of rooms) of the house, rates, or accommodations types. In addition there are communication features and reports regarding the status of each. Other Miscellaneous management functions include batch changes to rooms, estimated room pickup, before room posting rate adjustments and the Fax Confirmation Journal. It has three options of status control:

- **House**
- **Rate Category or Rate Schedule**
- **Accommodations**

## Sell Messages

This option can be used to enter specific messages or to describe status changes to the local reservations agents. These messages can be entered for specific dates and message types: Messages are free form and unlimited, therefore more than one message can be entered for any given day. The messages display in the reservations screen whenever the status (such as **Stopsell** or **Close to arrival**) is encountered.

1. From the Main Menu, select Management Menu
2. Select Sell Messages
3. Type date the message should display in the date field.
4. Select the sell message type to be used. Use [List Values] to look up the options.
5. In the free form field type the message the agents should see.
6. Press [Save]

FO/AR Seminar Hotel Train1	SELL MESSAGES	Date: 14-JUN-1999 MON Time: 11:40 AM
Message Date	06-14-1999	
Message Type	MLOS Minimum Length of Stay	
<div>There will be a two night minimum on this weekend. A guest must stay Friday and Saturday, or Saturday and Sunday in order to book a room.</div>		

# Management

## House Sell Maintenance

This screen controls the status changes for the entire hotel for a specific date or a range of dates.

FO/AR Seminar Hotel Train1		HOUSE SELL MAINTENANCE		Date: 14-JUN-1999 MON Time: 12:19 PM				
Start Date		06-14-1999	End Date		06-16-1999 (3 of 3)			
Sell Dates	Rooms Avail	Nbr of Arrivals	Oversell Percent	Total Rooms	Stop Sell	Closed to Arrivals	Min Length of Stay	Ove Rid
06-14-1999	91	88		91		Y		
06-15-1999	113	3		113			2	
06-16-1999	133	7		133	25			

1. From the Main Menu, select Management Menu
2. Select House Sell Maintenance
  - **Start Date:** The beginning date the stop sell takes place. Today's date is automatically mapped in, however by typing a new date it can be overridden.
  - **End Date:** The last date the stop sell takes place.
  - **Oversell Percent:** Percentage of rooms that can be oversold based on the number of arrivals at the time the House Sell Maintenance is updated.
  - **Stopsell:** By entering a Stopsell the hotel is closed to new reservations over the dates indicated. The number entered here represents the number of rooms AVAILABLE when management wishes to close the hotel. For example: When entering 25, the hotel is closed when the availability reaches 25 rooms left to sell. Entering a negative number allows agents to overbook, i.e. -25 allows agents to overbook by 25 rooms. This affects Central Reservations systems.
  - **Closed to Arrival:** This status does not allow an agent to take reservations for arrival on this date. This does not affect stayovers on this date. This affect Central Reservations systems.
  - **Minimum Length of Stay:** Reservations covering this date, must be for at least the number of nights indicated. For example: when entering a minimum length of stay of 2 on Saturday night, the guest must either arrive on Friday and stay Saturday or arrive Saturday and stay Sunday. (To have more control over which nights the guest books this status can be used in conjunction with Closed to arrival.)
  - **Override:** This flag controls the ability to override the sell status that has been setup. Typing "N" indicates that overrides are not accepted by the system, including manager's override. Setting the flag to "N" in this screen shuts off any override ability regardless of security settings.
3. Press [Save]

## Rate Category Sell Maintenance

Rate Categories are rates grouped together by a common bond. Usually this is the dollar amount of the rate. This enables the site to open and close a category containing multiple rate schedules instead of having to close many rate schedules individually. This screen controls the status changes for specific rate categories/schedule, or a range of Rate Categories/schedules. The hotel is setup to use either Rate Category Sell Maintenance or Rate Schedule Maintenance (not both) depending on the individual hotel setup (See Hotel Options (Res/Reg) in Database Maintenance

FO/AR Seminar Hotel			RATE CATEGORY SELL				Date: 14-JUN-1999 MON			
Geac Customer Support			MAINTENANCE				Time: 02:31 PM			
From Ratecat	To Ratecat	Allotment	Start Date	End Date	Day of Week	Daily Allot	Stop Sell	CTA	MLOS	Override
40	50	75	06-14-1999	06-19-1999						

  

Rate(6 of 12)		Day of Week	Rooms Avail	Stop Sell	Clsd to Arr	Min Stay	Len	Over Ride	Allotment Used	Daily Allotment
Cat	Sell Dates	Week	Avail	Sell	to Arr	Stay		Ride		
40	06-14-1999	MON	91						1	
40	06-15-1999	TUE	113		Y					
40	06-16-1999	WED	133			2				
40	06-17-1999	THU	160							100
40	06-18-1999	FRI	192							70
40	06-19-1999	SAT	207		N	1				
50	06-14-1999	MON	91						3	
50	06-15-1999	TUE	113						7	

1. From the Main Menu, select Management Menu
2. Select Rate Category Sell Maintenance
3. This screen is divided in two. The top half is designed for the agent to ask the system to display the dates and information to change. Type the date range to make these changes to. All other information on the top portion of this screen is optional.
  - **From Ratecat:** The beginning Rate Category to be affected by the stopsell. [List Values] may be used to view the options
  - **To Ratecat:** The ending Rate Category to be affected by the stopsell. [List Values] may be used to view the options
  - **Allotment:** The number of rooms, which are available for booking on the specified date. This field is automatically filled in by the system.
  - **Start Date:** The beginning date the stop sell takes place. Today's date is automatically mapped in, however by typing a new date it can be overridden.
  - **End Date:** The last date the stop sell takes place.
  - **Day of Week:** This is the day of the week to which the stop sell applies. If all days of the week apply then leave the field blank. Use [List Values] to view the options. This is not a required field.
  - **Daily Allot:** Daily Allotment. The number of rooms in a rate category that are available for booking on the date specified only. This field overrides the allotments entered in the Rate Category Screen in the Database. For example: when entering 10, only ten reservations can be taken for this particular rate category. The number set counts for the entire category regardless of the individual rate schedules booked. When a rate category reaches its daily allotment it closes automatically

- **Stopsell:** By entering a Stopsell the hotel is closed to new reservations over the dates indicated. The number entered here represents the number of rooms AVAILABLE when management wishes to close the hotel. For example: When entering 25, the hotel is closed when the availability reaches 25 rooms left to sell. Entering a negative number allows agents to overbook, i.e. -25 allows agents to overbook by 25 rooms. This affects Central Reservations systems.
  - **CTA:** Closed to Arrival. Does not allow Agents to take reservations for this arrival date for rates in this category.
  - **MLOS:** Minimum Length of Stay. This status indicates that the reservation with this rate schedule and this date MUST be booked for a length of stay equal or greater than the number of nights in this field. This field affects Central Reservations.
  - **Override:** This flag controls the ability to override the sell status that has been setup. Typing "N" indicates that overrides are not accepted by the system, including manager's override. Setting the flag to "N" in this screen shuts off any override ability regardless of security settings.
4. When the top of the screen has the dates and rate categories to status, press [Next Block] to get to the bottom of the screen.
  5. Use the columns to status the rate categories.
    - **Stop Sell:** Number of rooms available when management wishes to close the hotel
    - **Clsd to Arr:** Closed to arrival
    - **Min Len Stay:** Minimum length of stay
    - **Override:** Whether the agents are able to override
    - **Allotment Used:** The number of rooms, which have been taken from the available rooms for booking on the specified date. This field is automatically filled in by the system.
    - **Daily Allotment:** The number of rooms in a rate category that are available for booking on the date specified only. This field overrides the allotments entered in the Rate Category Screen in the Database. For example: when entering 10, only ten reservations can be taken for this particular rate category. The number set counts for the entire category regardless of the individual rate schedules booked. When a rate category reaches its daily allotment it closes automatically
  6. Press [Save] when done

## **Rate Schedule Sell Maintenance**

Rate schedules are individual rate plans. A hotel may select to status by individual rate plans. (Management property standards may dictate that a site must use rate categories.) This screen controls the status changes for specific rate schedule. The hotel is setup to use either Rate Category Sell Maintenance or Rate Schedule Maintenance (not both) depending on the individual hotel setup (See Hotel Options (Res/Reg) in Database Maintenance).

1. From the Main Menu, select Management Menu
2. Select Rate Schedule Sell Maintenance
3. This screen is divided in two. The top half is designed to ask the system to display the dates and information to change.
  - **Rate Schedule:** The rate schedule to status. Use [List Values] to view the options.
  - **Season:** The season under the rate schedule to be affected. Use [List Values] to view the options.
  - **Start Date:** The beginning date the stop sell takes place.
  - **End Date:** The last date the stop sell takes place.
4. The system displays the dates requested. Use the different Columns to set status' on the rate listed
  - **Stopsell:** By entering a Stopsell the hotel is closed to new reservations over the dates indicated. The number entered here represents the number of rooms AVAILABLE when management wishes to close the hotel. For example: When entering 25, the hotel is closed when the availability reaches 25 rooms left to sell. Entering a negative number

# Management

allows agents to overbook, i.e. -25 allows agents to overbook by 25 rooms. This affects Central Reservations systems.

- **Closed to Arrival:** Does not allow agents to take reservations for this arrival date for that particular rate.
- **Min Length of Stay:** This status indicates that the reservation with this rate schedule and this date MUST be booked for a length of stay equal or greater than the number of nights in this field. This field affects the Central Reservations system.
- **Override:** This flag controls the ability to override the sell status that has been setup. N indicates that overrides are not accepted by the system, including manager's override. Setting the flag to "N" in this screen shuts off any override ability regardless of security settings.
- **Allotments:** The number of rooms in a rate schedule that are available for booking on the date specified only. For example: when entering 10, only ten reservations can be taken for this particular rate schedule. When a rate schedule reaches its daily allotment it closes automatically.

5. Press [Save] when done

FO/AR Seminar Hotel		RATE SCHEDULE SELL		Date: 14-JUN-1999 MON	
Geac Customer Support		MAINTENANCE		Time: 02:44 PM	
----- Season -----					
Rate Schedule	Season	Begin Dt	End Date	Start Date	End Date
RACK Rack Rate	1999	01-01-1999	12-31-1999	06-19-1999	06-24-1999
Sell Dates	Rooms Available	Stop Sell	Closed to Arrivals	Min Length of Stay	(adding) Allotments
06-19-1999	207	25			
06-20-1999	209		Y		
06-21-1999	190			2	
06-22-1999	192				75
06-23-1999	193				N
06-24-1999	194				

## Accommodation Sell Maintenance

This screen controls the status for a specific accommodation type on a particular date. A status can be set for one particular date or a range of dates, for a particular accommodation type or several accommodation types. Information entered in this screen is used when determining the room type to sell.

FO/AR Seminar Hotel Train1		ACCOMMODATION SELL MAINTENANCE				Date: 14-JUN-1999 MON Time: 03:19 PM			
Accm Code	Total Rooms	Start Date	End Date	Day of Week	Rooms To Add	Stop Sell	CTA	MLOS	Override
NSK	53	06-14-1999	06-19-1999						

  

Accm Code	(3 of 6) Sell Dates	Day of Week	Rms To Add	Rms To Sell	Accom Avail	Rms	Stop Sell	Clsd to Arr	Min Stay	Len	Over Ride
NSK	06-14-1999	MON	5	58	19						
NSK	06-15-1999	TUE	-10	43	8						N
NSK	06-16-1999	WED		53	24						
NSK	06-17-1999	THU		53	30						
NSK	06-18-1999	FRI		53	44						
NSK	06-19-1999	SAT		53	50						

1. From the Main Menu, select Management Menu
2. Select Accommodation Sell Maintenance
3. This screen is divided in two. The top half is designed for to ask the system to display the dates and information to change.
  - **Accm Code:** The accommodation code to be statused. Use [List Values] to view the options
  - **Total Rooms:** The number of rooms in the system of the accommodation type displayed. This field is automatically populated by the system.
  - **Start Date:** The beginning date the stop sell takes place. Today's date is automatically mapped in, however by typing a new date it can be overridden.
  - **End Date:** The last date the stop sell takes place.
  - **Day of Week:** This is the day of the week to which the stop sell applies. If all days of the week apply then leave the field blank. Use [List Values] to view the options. This is not a required field.
  - **Rooms to Add:** Entering a number here allows agents to overbook accommodation types. For example, when entering 10, agents are able to oversell the specified accommodation type by 10 rooms. A negative number may also be used to indicate that fewer rooms in that room type are available for sale. Entering a number affects the 'Rooms to Sell' column.
  - **Stop Sell:** By entering a Stopsell the hotel is closed to new reservations over the dates indicated. The number entered here represents the number of rooms AVAILABLE when management wishes to close the hotel. For example: When entering 25, the hotel is closed when the availability reaches 25 rooms left to sell. Entering a negative number allows agents to overbook, i.e. -25 allows agents to overbook by 25 rooms. This affects Central Reservations systems.

# Management

- **CTA:** This status does not allow an agent to take reservations for arrival on this date. This does not affect stayovers on this date. This affect Central Reservations systems.
  - **MLOS:** Reservations covering this date, must be for at least the number of nights indicated. For example: when entering a minimum length of stay of 2 on Saturday night, the guest must either arrive on Friday and stay Saturday or arrive Saturday and stay Sunday. (To have more control over which nights the guest books this status can be used in conjunction with Closed to arrival.)
  - **Override:** This flag controls the ability to override the sell status that has been setup. N indicates that overrides are not accepted by the system, including manager's override. Setting the flag to "N" in this screen shuts off any override ability regardless of security settings.
4. Use [Next Block] to get to the bottom portion of the screen. The system displays the information requested.
  5. Use the different Columns to set status on the accommodations listed.
    - **Rms to Add:** Entering a number here allows agents to overbook accommodation types. For example, when entering 10, agents are able to oversell the specified accommodation type by 10 rooms. A negative number may also be used to indicate that fewer rooms in that room type are available for sale. Entering a number affects the 'Rooms to Sell' column.
    - **Stop Sell:** Number of rooms available when management wishes to close the hotel
    - **Clsd to Arr:** Closed to arrival
    - **Min Len Stay:** Minimum length of stay
    - **Override:** Whether the agents are able to override.
  6. Press [Save]

## Rooms Off Market/ Out of Order

This is one area in which a room may be taken out of order or off market.

- **Out Of Order-** A room not able to be sold due to a physical problem. (I.e.: bad outlet, broken window, etc).
- **Off Market** – A room that the site would like not to use. (I.e.: saving for VIP, condensing house during low occupancy, etc).

**Note:** Both settings take the room out of availability. A room can be put back on market if needed.

FO/AR Seminar Hotel		ROOM OFF MARKET / OUT OF ORDER		Date: 14-JUN-1999 MO	
Train1		MAINTENANCE		Time: 03:33 PM	
Room Number	501	Room Name			
Accom Type	NGO	Description	Nonsmoke Garden 2 Queen		
Wing/Building	500	Description	500 Bldg		
Floor	1	Key Number	501	Sort Key	501
Start Off Market Date			Off Market		(adding)
Room Available On					
Reason Code					
Reason					
On Market Housekeeping Status					
On Market Inspection Status					
Start Out Of Order Date		07-05-1999	Out Of Order		(1)
Room Available On		07-08-1999			
Reason Code		REN	Renovations		
Reason		repainting	the room		
In Order Housekeeping Status		VP	Vacant/Pickup		
In Order Inspection Status		NM	Need Attendant		



# Management

1. From the Main Menu, select Management Menu
2. Select Room Off Market/Out Of Order
3. Type the room number to take out of order or off market. The room information is displayed  
**Note:** To take multiple rooms out of order or off market at one time use Rooms Batch Modification.
4. To take the room off market, use the center section of the screen. To take it out of order use [Next Block] to get down to the bottom section of the screen.
  - **Start Off Market Date/Start Out of Order Date:** Type the date the status should take effect
  - **Room Available On:** Type the date the room should be put back into the system as available
  - **Reason Code:** Select the reason code for the room to be taken out. Use [List Values] to view the options. The reason codes are set up in the Code Files in the Database Maintenance Menu.
  - **Reason:** Type a longer description on the description line if needed.
  - **On Market/In Order Housekeeping Status:** Type the Housekeeping status that the room should be when it re-enters the system. This is usually set to VP, so that the room gets checked before selling.
  - **On Market/In Order Inspection Status:** Type the Inspection status the room should be when it re-enters the system. This field can only be typed on when using inspectresses. Otherwise, the system populates the field based on the housekeeping status.
5. Press [Save]

## Rooms Batch Modification

This screen is used change information on several rooms at the same time. Items that can be changed for a batch of rooms at the same time are out of order, off market, attendant credits assigned, room features, phone extensions, or to reinstate out of order or off market rooms.

FO/AR Seminar Hotel		ROOMS BATCH MODIFICATION		Date: 14-JUN-1999 MON			
Train1				Time: 03:54 PM			
Selection Criteria							
Action Code	Start Room	End Room	Floor	Wing	Accom Code	Accom Class	Description
FEAT							
Individual Rooms Selection						(4)	
	Room Nbr	Accommodation					
	501	NGQ Nonsmoke Garden 2 Queen					
	502	NGQ Nonsmoke Garden 2 Queen					
	503	NGK Nonsmoking Garden King					
	504	NGK Nonsmoking Garden King					
Action Codes:							
000 - Out Of Order		MCRD - Attendant Credits		EXT - Phone Extensions			
OFF - Off Market		FEAT - Room Features		REIN - Reinstate 000/OFF			

1. From the Main Menu, select Management Menu
2. Select Rooms Batch Modification
3. Type the action code of the item to change. Codes are listed at the bottom of the screen.
4. Select the way in which to indicate the room numbers to change. Options are:
  - **Start room:** When updating a range of rooms, this is the beginning room number

- ## Estimate Room Pickup

FO/AR Seminar Hotel		ESTIMATED ROOMS PICKUP				Date: 14-JUN-1999 MON		
Train1						Time: 04:10 PM		
Start Date		06-21-1999						
Accommodations		06-21 Mon	06-22 Tue	06-23 Wed	06-24 Thu	06-25 Fri	06-26 Sat	06-27 Sun
NGK	Nonsmoking Garden King	2	5	7	15	30	30	10
DNO	Disabled Ns 2 Queen	1	1	1	1	5	5	1

- Geac Computers, Inc.  
Training & Installations

# Management

## Before Room Rate Adjustment Report

The recalculation report makes any necessary changes to rates for in-house guests. The report lists the guest information and rate changes the system performs automatically during the next Night Audit process. Those changes consist of changing a rate of a guest who's sharewith did not check-in, a rate schedule that had a season change, or a guest with a Multiple Rate Plan.

1. From the Main Menu, select Management Menu
2. Select Before Room Posting Rate Adjustment Report
3. Press [Enter] to print the report now.
4. Press [Enter] to print the report or type "T" to show it on the terminal screen.
5. Press [Enter] to select the default printer, or type the printer to send it to.
6. Press [Enter] to print one copy.
7. Press [Enter] for foreground to process the report.
8. Press [Save]

O/AR Seminar Hotel rainl (na.recalc)		Before Room Posting Rate Adjustment Report Ordered By Guest Name For Hotel Date 14-JUN-1999						Page Number: 1 14-JUN-1999 04:20 PM	
Group Code	Guest Name	Arrive Date	# Nights	Room Type	Room Number	Old Schedule	New Schedule	Old Rate	New Rate
	Smith, J	14-JUN-99	0	NSK	154	DAY1	DAY1	199.00	199.00
	Warning - Day use guest is still on system.								
	Marites	14-JUN-99	0	NSK		DAY1	DAY1	199.00	199.00
	Warning - Day use guest is still on system - with Pending status.								
	Tran, Nadine	14-JUN-99	0	NSK	218	DAY1	DAY1	199.00	199.00
	Warning - Day use guest is still on system.								
	Jones, Sam	14-JUN-99	1	NGK		RACK	RACK	199.00	199.00
	Room status of PEND - Rates not changed but not posted								
	Marites	14-JUN-99	0	NSK		DAY1	DAY1	199.00	199.00
	Room status of PEND - Rates not changed but not posted								
	Zapeda, Frank	14-JUN-99	1	NSK		RACK	RACK	199.00	199.00
	Room status of PEND - Rates not changed but not posted								
	Dalton, Allison	14-JUN-99	3	NSK		RACK	RACK	199.00	199.00
	Room status of PEND - Rates not changed but not posted								

## Fax Confirmation Journal

The fax confirmation journal confirms all guests who have had the confirmation faxed to them through the Visifax interface. The hotel may not have purchased this interface. The report includes guest number, fax number, time and date, start time and date, number of pages and result. This report also prints in the night audit.

1. From the Main Menu, select Management Menu
2. Select Fax Confirmation Journal
3. Press [Enter] to print the report now.
4. Press [Enter] to print the report or type "T" to show it on the terminal screen.
5. Press [Enter] to select the default printer, or type the printer to send it to.
6. Press [Enter] to print one copy.
7. Press [Enter] for foreground to process the report.
8. Populate the report options.
9. Press [Save]

# Management

## Stay Control Maintenance

*This area is for Sheraton IPS Properties Only.*

This area is used to restrict the number of nights that guests can stay in a particular accommodation type based on a specified rate category and date, or to set a particular accommodation type as 'Closed to Arrivals' or 'Open to Arrival' based on a specified rate category and date. The use of this screen is determined by the flags set up in the IPS Control Parameters. (Revenue Management Live field: Y indicates restricting number of nights, N indicates Close/Open to Arrival.) See a Starwood or Geac Representative before using this screen.

QA's Multi Usr Hotel Blanca Q	STAY CONTROL MAINTENANCE	Date: 11-APR-1998 SAT Time: 02:00 PM
Rate Category <b>1</b> <b>Dawns Rate Category</b> Hotel Date <b>04-11-1998</b>		
Accom	Description	(?) Open Nights Stay: 1 2 3 4 5 6 7
AK	Accessible King	Y Y Y Y Y Y Y
KG	King Rooms	Y Y Y Y Y Y Y
NKG	Non-Smoking King	Y Y Y Y Y Y Y
NQN	Non Smoking Queen	Y Y Y Y Y Y Y
OUK	Ocean View King	Y Y Y Y Y Y Y
OUQ	Ocean View Queen	Y Y Y Y Y Y Y
ROH	Run Of House	Y Y Y Y Y Y Y

# Management

## Management Reports

### House Sell Maintenance Report

This report provides house stop sell information for a specific date range

**Process Code: hsselrpt**

Flagship Inn		House Sell Maintenance Report							Page Number: 1	
Blanca Quintanilla		From 29-FEB-2000 through 05-MAR-2000							29-FEB-2000 02:27 PM	
(mgt.hsselrpt)										
Hotel	Date	Total Nbr Rooms Arrs.	Rooms Sold	Rooms Avail	Oversell Percent	Stop Sell	CTA	MLOS	Over Sell ride	Sell Message
1846	29-02-2000 TUE	397	0	0	397	0.00	0	N	0	Y
1846	01-03-2000 WED	397	0	0	397	0.00	0	N	0	Y
1846	02-03-2000 THU	397	0	0	397	0.00	0	N	0	Y
1846	03-03-2000 FRI	397	-2	0	397	0.00	10	N	0	N STS Do not sell any rooms, per management.
1846	04-03-2000 SAT	397	0	0	397	0.00	0	N	0	Y
1846	05-03-2000 SUN	397	0	0	397	0.00	0	N	0	Y
End of Report										

#### **Prompts available for this report:**

- ⇒ Start Date
- ⇒ End Date
- ⇒ Include Sell Messages

# Management

## Rate Category Sell Maintenance Report

This report provides stop sell information for a specific rate category and date range.

Process Code: rcslrpt

Year 2000 US Hotel		Rate Category Sell Maintenance Report										Page Number: 1
Blanca Quintanilla		From 04-MAR-2000 through 09-MAR-2000										04-MAR-2000 05:04 AM
(mgt.rcslrpt)												
Hotel	Rate Cat. Date	Total Nbr Rooms Arrs.	Rooms Sold	Rooms Avail	Stop Sell	CTA	MLDS	Over ride	Allot Used	Daily Sell Allot	Sell Message	
474	1 03-04-2000 SAT	100	9	26	82	0	N	0	Y	1	100	
474	2 03-04-2000 SAT	100	9	26	82	0	N	0	Y	22	100	
474	3 03-04-2000 SAT	100	9	26	82	0	N	0	Y	0	0	
474	1 03-05-2000 SUN	100	5	31	77	0	N	0	Y	0	0	
474	2 03-05-2000 SUN	100	5	31	77	0	N	0	Y	27	100	
474	3 03-05-2000 SUN	100	5	31	77	0	N	0	Y	0	0	
474	1 03-06-2000 MON	100	5	35	73	0	N	0	Y	0	0	
474	2 03-06-2000 MON	100	5	35	73	0	N	0	Y	32	100	
474	3 03-06-2000 MON	100	5	35	73	0	N	0	Y	0	0	
474	1 03-07-2000 TUE	100	5	40	68	0	N	0	Y	0	0	
474	2 03-07-2000 TUE	100	5	40	68	0	N	0	Y	37	100	
474	3 03-07-2000 TUE	100	5	40	68	0	N	0	Y	0	0	

### Prompts available for this report:

- ⇒ Hotel
- ⇒ Start Rate Category
- ⇒ End Rate Category
- ⇒ Start Date
- ⇒ End Date
- ⇒ Include Sell Messages (Y/N)

# Management

## Rate Schedule Sell Maintenance Report

This report provides stop sell information for a specific rate schedule and date range.

**Process Code:** rsselrpt

Flagship Inn		Rate Schedule Sell Maintenance Report						Page Number: 1	
Geac Customer Support		From 03-MAY-2000 through 13-MAY-2000						29-FEB-2000 03:05 PM	
(mgt.rsselrpt)		Order by Date							
Hotel	Rate Schedule	Sell Date	Day	Stop Sells	CTA	MLOS	Mgr Ovr	Allot	Sell Message
1846	GRPSTD	03-MAY-00	UED	300	Y	2	N		
1846	GRPSTD	04-MAY-00	THU	390	Y	2	N		
1846	GRPSTD	05-MAY-00	FRI	390	Y	2	N		
1846	GRPSTD	06-MAY-00	SAT	390	Y	2	N		
1846	GRPSTD	07-MAY-00	SUN	390	Y	2	N		
1846	GRPSTD	08-MAY-00	MON	390	Y	2	N		
1846	GRPSTD	09-MAY-00	TUE	390	Y	2	N		
1846	GRPSTD	10-MAY-00	UED	390	Y	2	N		
1846	GRPSTD	11-MAY-00	THU	390	Y	2	N		
1846	GRPSTD	12-MAY-00	FRI	390	Y	2	N		
1846	GRPSTD	13-MAY-00	SAT	390	Y	2	N		
End of Report									

### Prompts available for this report:

- ⇒ Hotel
- ⇒ Rate Schedule
- ⇒ Start Date
- ⇒ End Date
- ⇒ Sort Option
- ⇒ Include Sell Messages (Y/N)

# Management

## Accommodation Code Sell Maintenance Report

This report provides stop sell information for a specific accommodation type and date range.

**Process Code: acselrpt**

Flagship Inn			Accommodation Code Sell Maintenance Report								Page Number: 1
Geac Customer Support			From 29-FEB-2000 through 05-MAR-2000								29-FEB-2000 03:13 PM
(mgt.acselrpt)			For Accommodation Code DN								
Hotel	Accom Code	Date	Total Nbr Rooms	Rooms Arrs.	Rooms Sold	Rooms Avail	Rooms To Add	Stop Sell	CTA	MLOS	Over Sell ride Message
1846	DN	29-02-2000 TUE	1	0	0	1	1	0	N	0	Y
1846	DN	01-03-2000 WED	1	0	0	1	0	0	N	0	Y
1846	DN	02-03-2000 THU	1	0	0	1	0	0	N	0	Y
1846	DN	03-03-2000 FRI	1	0	0	1	0	0	N	0	Y
1846	DN	04-03-2000 SAT	1	0	0	1	0	0	N	0	Y
1846	DN	05-03-2000 SUN	1	0	0	1	0	0	N	0	Y

### Prompts available for this report:

- ⇒ Hotel
- ⇒ Accom Code
- ⇒ Accom Class
- ⇒ Start Date
- ⇒ End Date
- ⇒ Include Sell Messages (Y/N)